

Certificate of Compliance: Subdivision Violation (MSV)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$4,645
ENVIRONMENTAL			\$3,610
PDS REVIEW TEAMS			\$4,400
STORMWATER			\$695
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL \$13,350			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399W Water Availability](#)
- [715 Project Description](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- [239 BA/CC Plat](#): **One (1) hard copy. See Important note below.**
MUST be printed on Legal Size Paper which is 8.5" x 14", or it WILL NOT be accepted.
- [346 Discretionary Permit Application](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

- [209 Defense and Indemnification Agreement FAQs](#)
- [248 Rules and Regulations Governing Certificate of Compliance](#)
- [906 Signature Requirements](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Include PDS-135 when certificate is needed but the parcel is not buildable.
5. If the parcel is on septic sanitation system and/or well potable water system then Health Department (DEH) Certification is required.
6. Assign ER number.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.